

AADC (automated area distribution center)—An area distribution center (ADC) that uses multiline optical character readers (MLOCs), barcode sorters (BCSs), and other equipment designed for processing automation-compatible mail. Also see *ADC*.

ACS (Address Change Service)—An automated process that provides change-of-address information to mailers who maintain computerized mailing lists. The information is captured in the Computerized Forwarding System (CFS) units and sent to mailers on electronic media to eliminate manual processing of change information. The cost is less than manual notices.

ACT (air contract transportation) tag—A printed tag that bears barcoded information for routing mail containers to be transported by contracted air carriers.

ADC (area distribution center)—A mail processing facility that receives and distributes mail destined for specific ZIP Code areas under the Managed Mail Program (MMP). An ADC is one of the points within the national MMP distribution network.

AE (additional entry)—A post office other than the office of original entry where a publisher may mail a Periodicals publication.

AEC (Address Element Correction)—A process that revises incomplete or incorrect address files and then attaches ZIP+4 and carrier route codes. It involves computer matching of records that cannot be coded using CASS-certified software.

AIS (Address Information Systems)—An organizational unit that provides USPS policy and systems on address list services, address correction, forwarding, and other ancillary services. (Also called Address Management.)

AMC/AMF (airport mail center/airport mail facility)—A postal facility at an airport that receives, distributes, and dispatches mail transported by air.

AMS (Alternate Mailing System)—A procedure that provides for accepting permit imprint mail to ensure proper postage payment and mail preparation without verification by weight.

AO (autres objets) (French)—International mail that consists of printed matter, small packets, and matter for the blind.

AP (accounting period)—A 4-week period that forms one-thirteenth of the postal fiscal year.

APO (Army Post Office)—A military post office, located outside the continental United States, that serves either Army or Air Force personnel. The location of the APO is identified strictly by a ZIP Code.

ARM (accelerated reply mail)—Origin caller service provided for reply mail at a postal facility other than the one to which the mail is addressed. Reply mail from the caller's customers is captured by the USPS for either immediate delivery to the caller or reshipment by Express Mail to the caller's address.

ASF (auxiliary service facility)—A mechanized facility, usually part of a general mail facility (GMF), that has its own service area and serves as a satellite processing hub for a particular bulk mail center (BMC).

ASM (Administrative Support Manual)—The USPS manual that contains policy and procedures for various USPS administrative and support functions, including postal organization, the Inspection Service, communications, government relations, facilities and equipment, support services, procurement and supply, and management of information resources.

aspect ratio—As applied to a mailpiece, the length divided by the height.

BBM (bulk business mail)—Standard Mail (formerly third- and fourth-class mail) submitted in bulk. The term includes samples, ordinary papers, and circulars.

BC (barcode)—A series of vertical bars and half bars that represents the correct ZIP Code information for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode reader equipment. Each numeric digit is represented by a combination of two full bars and three half bars. A complete barcode contains two full bars framing the code; the five, nine, or eleven digits containing ZIP Code information; and a final correction digit that allows the machine to check its reading of the number. See also *DPBC* and *POSTNET*.

BCR (barcode reader)—A component in certain mail processing equipment that reads and interprets the barcode previously applied to a mailpiece.

BCS (barcode sorter)—A computer-controlled, high-speed machine that sorts letters and cards by using a barcode reader (BCR) to interpret an imprinted barcode. The BCS consists of a mail feed and transport unit, stackers (bins), and associated electronic equipment.

BMC (bulk mail center)—A highly mechanized mail processing plant that distributes Standard Mail (A) and Periodicals in bulk form and Standard Mail (B) in piece and bulk form. Also see *ASF*.

BMEU (business mail entry unit)—The area of a postal facility where mailers present bulk or presort mail and mail entered under permit imprint for acceptance. The BMEU includes dedicated platform space, office space, and a staging area on the workroom floor. (Also called platform acceptance unit; formerly called bulk mail acceptance unit.)

BPM (Bound Printed Matter)—Standard Mail (B) weighing at least 1 pound but not more than 10 pounds that consists of permanently bound sheets of which at least 90% are printed with advertising, directory, or editorial matter (or a combination of such matter).

BRM (business reply mail)—A domestic service that allows pieces bearing a specific address or label format to be mailed back to the addressee without prepayment of postage by the sender. Postage and fees are collected when the mail is delivered to the addressee who originally distributed the BRM.

BRMAS (Business Reply Mail Accounting System)—An automated means of processing and calculating postage plus fees on prebarcoded BRM. A customer participating in BRMAS may be eligible for the lowest per piece fee available for BRM.

bundle—A group of packages secured together into a single piece or unit under the standards applicable to the rate claimed. See also *package*.

CAG (cost ascertainment group)—A classification of post offices according to revenue generated.

CASS (Coding Accuracy Support System)—A service offered to mailers, service bureaus, and software vendors that improves the accuracy of delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route information on mailpieces. CASS provides a common platform to measure the quality of address matching software and useful diagnostics to correct software problems.

CFR (Code of Federal Regulations)—A codification of the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the federal government. The *Domestic Mail Manual* (DMM) is incorporated by reference in title 39 of the CFR.

CFS (Computerized Forwarding System)—A centralized computerized address label-generating operation that forwards mail for customers who have filed a change-of-address order, performs address correction, and forwards or returns mail that is undeliverable as addressed.

CMRA (commercial mail receiving agent)—A private business that acts as the mail receiving agent for specific clients.

CMRS (Computerized [Remote Postage] Meter Resetting System)—A system that permits users of approved postage meters to reset such meters electronically at their places of business.

COD (collect on delivery)—A service for mailers who need to mail an article for which they have not received payment. The amount due the sender is collected from the addressee. The USPS returns the amount due the sender. COD is available as a domestic service only.

combined mailing—A mailing in which individually addressed copies of two or more Periodicals publications or editions are merged into a single mailstream, during production or after finished copies are produced, and all copies are sorted together to achieve the finest presort level possible. Combined mailing is also known as comailing.

commingle—To integrate dissimilar mail (such as subscriber and nonsubscriber copies, machinable and irregular parcels) into the same mailing; may require USPS authorization.

copalletize—To combine and present together on pallets mail from two or more different or separately produced mailstreams; may require USPS authorization.

CP (colis postaux) (French)—International parcel post.

CPO (community post office)—A contract postal unit that serves a small community.

CPP (Centralized Postage Payment) System—A postage payment procedure that allows publishers of authorized Periodicals publications entered at three or more post offices to pay postage at a single postal facility rather than through accounts maintained at each entry post office.

CR (carrier route)—The addresses to which a carrier delivers mail. In common usage, *carrier route* includes city routes, rural routes, highway contract routes, post office box sections, and general delivery units.

CRIS (Carrier Route Information System)—A listing of all delivery address range information in a standardized format. CRIS contains schemes for city, rural, and highway contract routes and post office box sections. This information is formatted by ZIP Code, street name, and street number range.

CRM (courtesy reply mail)—Preaddressed postcards or envelopes that a mailer provides to its customers both to expedite and to provide more accurate delivery of their responses. Unlike BRM, CRM requires no permit fee and involves no charges for returned pieces because the respondent pays the reply postage.

CSBCS (carrier sequence barcode sorter)—An automated machine that performs automated sortation of an individual carrier's mail, allowing the mail to go directly from the automation equipment to the carrier for delivery to postal customers. The CSBCS is a smaller footprint BCS designed for delivery units with 10 or more routes.

DAL (detached address label)—Paper or cardboard stock to carry address information when preparing a mailing of unaddressed Periodicals flats, Standard Mail (A) flats or merchandise samples, or unaddressed Bound Printed Matter. Use of DALs is subject to specific standards.

DBMC (destination bulk mail center) rate—A discount/rate available to some rate categories of Standard Mail that is properly prepared and entered by the mailer at the BMC or other designated postal facility that serves the delivery address on the mail.

DDU (destination delivery unit) rate—A discount/rate available to Periodicals and Standard Mail (A) that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

DMCS (Domestic Mail Classification Schedule)—The basic framework for mail classification and postal services and for postal rates and fees, representing the recommendations of the Postal Rate Commission as adopted by the Governors of the Postal Service, under the classification and rate-setting mechanism prescribed by the Postal Reorganization Act (39 USC).

DMM (Domestic Mail Manual)—The USPS manual that contains the basic standards governing U.S. domestic mail services; descriptions of the mail classes and special services and conditions governing their uses; and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

DMU (detached mail unit)—An area in a mailer's facility where postal employees, assigned to a specific post office, perform mail verification, acceptance, dispatch, or other postal functions.

DPBC (delivery point barcode)—A POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or post office box, etc.), and a correction digit. The DPBC allows automated sortation of mail to the carrier level in walk sequence.

DPO (designated post office)—A post office at which a Centralized Postage Payment (CPP) mailer maintains the account from which postage for mailings is withdrawn. See also *CPP* and *EPO*.

drop shipment—Typically the movement of a mailer's product on private (nonpostal) transportation from the point of production to a postal facility located closer to the destination of that product. Express Mail and Priority Mail drop shipment service can be used instead of a private carrier.

DSCF (destination sectional center facility) rate—A discount/rate available to Periodicals and Standard Mail (A) that is properly prepared and entered by the mailer at the sectional center facility (SCF) that serves the delivery address on the mail (for Standard Mail) or in its service area (for Periodicals).

EMMS (Express Mail Military Service)—An Express Mail service available between the United States and designated APO and FPO addresses that provides Department of Defense and other authorized personnel stationed overseas with an expedited delivery service to or from the United States.

entry BMC—A bulk mail center (BMC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see *BMC* and *ASF*.

entry facility—The USPS mail processing facility (e.g., BMC) that serves the post office at which the mail is entered by the mailer. (Also called origin facility.)

entry SCF—The sectional center facility (SCF) at which mail is entered by the mailer or that serves the post office where the mail is entered. An SCF can have responsibility for an area covering either single- or multi-3-digit ZIP Codes. Also see *SCF*.

EPO (entry post office)—A post office at which a Centralized Postage Payment (CPP) mailer deposits mailings to be paid for through an account maintained at the designated post office (DPO). See also *CPP* and *DPO*.

FASTforwardSM—A USPS-licensed automated system that updates addresses by identifying names and addresses for which current change-of-address (COA) orders are on file. A piece updated with *FASTforward* can be delivered directly to the new address instead of forwarded from the old address. The *FASTforward* systems interface with USPS-approved automation systems such as multiline optical character readers (MLOCs) and remote video encoding (RVE) operations. *FASTforward* is available in two applications. The Mailing List Correction application updates computerized name and address mailing lists before mailpiece creation. The MLOC/RVE application provides an "on-piece" address correction during mail processing before deposit into the mailstream.

FCM (First-Class Mail)—A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Anyailable matter may be sent as First-Class Mail.

FIM (facing identification mark)—A series of vertical bars used by automated postal equipment to identify, orient, and separate business and courtesy reply mail. FIMs are required in the upper right corner of business reply mail.

FLTS (flats)—A code used on mail container labels that identifies the contents as flat-size mail (mail that exceeds at least one of the dimensions for letter-size mail).

FPO (Fleet Post Office)—A military post office that serves the operating forces of the U.S. Navy and Marine Corps. The geographic location of shore stations is identified by ZIP Code; for operating forces, the ZIP Code identifies the unit but not the location.

FR (Federal Register)—A daily weekday publication distributed by the Office of the Federal Register in which certain U.S. Government documents must be published.

full flat tray—A tray that is sufficiently filled to allow or require preparation to the corresponding presort destination. A full flat tray contains at least enough pieces so that a single stack of mail lying flat on the bottom of the tray reaches to the bottom of the handholds. Additional pieces must be added when possible to physically fill the tray.

full letter tray—A tray filled with faced, upright pieces, to at least three-fourths of its length. Each tray must be physically filled to capacity before the filling of the next tray. A tray with less mail may be prepared only if less-than-full or overflow trays are permitted by the standards for the rate claimed. See also *less-than-full tray* and *overflow tray*.

full sack—A sack is considered to be full when the minimum volume standards for the class and rate claimed are met.

GMF (general mail facility)—A facility that processes and distributes mail for a specific service area. (Also called processing and distribution center.)

GPO (general post office)—The main post office in a city where there are several stations. A GPO provides complete postal services to a specific area.

HCR (highway contract route)—A route of travel served by a postal contractor to carry mail over the highway between designated points. Some HCRs include mail delivery to addresses along the line of travel. (Formerly called star route.)

IMM (International Mail Manual)—The USPS manual that contains classification regulations and other requirements for mailing between the United States and other countries.

IMPC (incoming mail processing center)—A mail processing facility that serves as a hub for incoming mail destined at other processing or delivery facilities in its service area.

indicia—Imprinted designation on mail that denotes postage payment (e.g., permit imprint).

insert—A letter, card, or similar item placed inside an envelope for mailing.

ISBN (International Standard Book Number)—A publication number issued by the Library of Congress that identifies a specific book or other nonperiodical.

ISSN (International Standard Serial Number)—A publication number issued by the Library of Congress that identifies a specific periodical (such as a Periodicals publication).

keyline—Optional information printed at least two lines above the address or in the lower left corner of the envelope. Under some postage payment systems, the keyline is a required line that contains specific information about the mailpiece.

less-than-full tray—A tray that contains mail for the same destination that was not preceded by a full tray for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.

LTRS (letters)—A code used on mail container labels that identifies the contents as letter-size mail (mail, including cards, that does not exceed any dimension for letter-size mail).

MACH (machinable)—A code used on mail container labels that identifies the contents as machinable parcels (mail that does not exceed any dimension for mail that can be processed on mechanized parcel sorting equipment).

mailing statement—See *postage statement*.

MASS (Multiline [OCR] Accuracy Support System)—A tool similar to Coding Accuracy Support System (CASS) that accesses and checks the address matching software used by customers' multiline optical character readers (OCRs).

MEPPS (Multiple Entry Point Payment System)—A procedure that simplifies postage payment and documentation for consolidated mailings generated by computer-supported mailer systems.

MLOCR (multiline optical character reader)—An OCR that reads and interprets multiple lines of the delivery address on a mailpiece.

MM (Managed Mail) tray—A stackable cardboard or plastic container used with an enclosing cardboard sleeve to transport letter mail to or between post offices.

MOM (military ordinary mail)—A type of military mail moved by surface transportation to a gateway facility and from there by air at a specific transportation rate and service standard.

MPO (military post office)—A branch of a U.S. civil post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see *APO* and *FPO*.

multicoded (also multi-ZIP Coded) city—A post office assigned two or more 5-digit ZIP Codes. As applied to presort, those post offices listed in L001 to which mail for two or more 5-digit ZIP Codes may be combined at the mailer's option (hence, "optional multicoded city").

MXD (mixed)—A code used on mail container labels that identifies the contents as mixed mail for different destinations (such as for multiple ADCs).

NCD (non-city delivery) office—A post office with no city delivery routes.

NCOA (National Change of Address)—An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information for the entire country from all Computerized Forwarding System units. NCOA can correct an address before it is used on a piece of mail.

NDI (National Deliverability Index)—A tabulated report that allows mailers to compare deliverability factors among several address lists prior to purchase or lease. It identifies and scores seven factors deemed critical for optimum mail processing and delivery.

NMO (nonmachinable outside)—A parcel or mailpiece that, because of size, weight, or other characteristic, cannot be safely sorted by mechanized mail processing equipment and must be handled manually. The parcel is called an outside because it cannot be placed in a sack or other mailing container.

OCR (optical character reader)—An automated mail sorting machine that interprets the address information on a letter-size mailpiece and sprays the corresponding ZIP Code information onto the piece as a barcode. The OCR consists of a mail feed unit, transport unit, stacker modules, computer with a control system, video monitor, and printer.

OEL (optional endorsement line)—A series of specific printed characters on the top line of the address block that identifies the sortation level of a package or bundle. The OEL is used in place of a pressure-sensitive adhesive package label.

OMAS (Official Mail Accounting System)—An automated system that provides for entry of data from postage statements for official mail used by federal agencies. The USPS bills the agencies according to OMAS data, and post offices get credit for the revenue. Agencies use data from OMAS to control their postage costs.

optional (multicoded) city—See *multicoded city*.

outsert—Mailing industry term for an external attachment. (Also called tip-on.)

overflow tray—A less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if allowed by the standards for the rate claimed.

package—A package is a group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes. The term is not correctly applied when referring to unsecured groups of pieces placed in trays and identified by separator cards, although package labels and other package identification methods may be used for unsecured groups of pieces as permitted by standard.

PAL (parcel airlift)—A special service that provides air transportation for parcels on a space-available basis to or from military post offices outside the contiguous 48 states.

pallet—A reusable platform on which mail is stacked to be moved as a single unit. Made of rigid material designed for four-way forklift entry and capable of handling loads of up to 65 cubic feet and 2,200 pounds. A USPS pallet measures 48 by 40 inches. See also *copalletize* and *top cap*.

PAVE (Presort Accuracy Validation and Evaluation)—A voluntary program in which the USPS provides testing for certain categories of presort software and hardware products to determine their accuracy in sorting address information according to *Domestic Mail Manual* (DMM) standards and producing standardized supporting documentation.

Periodicals—A class of mail (formerly called second-class) consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a “known office of publication.” Periodicals usually must have a list of subscribers and/or requesters, as appropriate.

permit—An authorization; typically a mailing permit or an authorization to mail without postage affixed, using an indicia containing specific information.

piece—An individually addressed mailpiece. This definition also applies when *piece* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

postage statement—Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets the applicable eligibility standards for the rate claimed.

POSTNET (Postal Numeric Encoding Technique)—The barcode system for encoding the delivery point information and ZIP+4 code information on letter-size and flat-size mailpieces. See also *DPBC*.

presort—The process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

presort levels—Terms used for presort levels are defined as follows:

- **firm:** all pieces for delivery at the address shown on the top piece of a package or bundle.
- **carrier route:** all pieces for delivery on the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- **5-digit scheme:** the 5-digit ZIP Codes identified in the USPS City State File and processed by the USPS as a single scheme and that, subject to standard, may be presorted together as a single group. The 5-digit scheme sort is always optional.
- **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits.
- **unique 3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits as one of the 3-digit areas identified accordingly in L002 (Column A).
- **3-digit scheme:** the ZIP Code on the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme (see L003) and that, subject to standard, may be presorted together as a single group.
- **entry SCF 3-digit(s):** the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the postal facility in whose service area the mailer is located.

- **SCF**: the separation includes pieces for two or more 3-digit areas served by the same SCF.
- **ADC/AADC**: all pieces are addressed for delivery in the service area of the same ADC or AADC.
- **ASF/BMC**: all pieces are addressed for delivery in the service area of the same ASF or BMC.
- **mixed** (BMC, AADC, etc.): the pieces are for more than one presort destination.
- **residual [pieces/packages/sacks]**: mail that is left over after completion of a presort sequence. Residual mail, which lacks the volume set by standard to require or permit package or bundle preparation to a particular destination, usually does not qualify for a presort rate. (Also called nonqualifying or working mail.)

PVDS (plant-verified drop shipment)—A procedure that enables origin verification and postage payment for shipments transported by the mailer from the mailer's plant to destination post offices for USPS acceptance as mail. PVDS is typically used for mailings for which a destination entry discount is claimed.

RCSC (rates and classification service center)—A field office of Business Mail Acceptance that provides guidance to field personnel and customers on mail classification, postage rates, mail preparation, and postage payment programs.

RPW (Revenue, Pieces, and Weight)—A postal information system that uses samples of the mailstream to measure it statistically in terms of volume, work content, and revenue.

RR (rural route)—A delivery route served by a rural carrier.

SAM (space available mail)—Military mail transported by surface means in the United States and by air on a space-available basis to overseas destinations.

SCF (sectional center facility)—A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

scheme—Systematic plan for the distribution of mail to its destination.

scheme sort—The distribution of mail to its destination according to a systematic plan determined by the mail processing functional area. Typically, this allows mailers to combine pieces addressed to two or more 5-digit or 3-digit ZIP Code areas.

SDO (stamp distribution office)—An office other than the parent sectional center facility (SCF) designated for security reasons to supply stamp stock to post offices.

skew—The misalignment or slant of a character, bar, line of characters, or barcode with respect to the bottom or top edge of the mailpiece.

Standard Mail—A class of mail consisting ofailable matter that is not mailed as First-Class Mail or entered as Periodicals. Standard Mail includes matter formerly classified as third-class mail and as fourth-class mail. Though combined in Standard Mail, matter from each former class remains subject to separate and specific classification, eligibility, and preparation standards. Matter formerly classified as third-class mail is referred to as Standard Mail (A); matter formerly classified as fourth-class mail is referred to as Standard Mail (B). The unmodified term *Standard Mail* applies to both former third-class mail and former fourth-class mail.

top cap—Material that forms a flat, level surface horizontal to the base of a pallet that is used to protect the integrity of the mail under the top cap while also supporting a loaded pallet above. A top cap must be secured to a pallet with either stretchwrap or at least two crossed straps or bands.

tray—A container used in both mechanized and nonmechanized postal facilities to hold letters and flats. It is used as a basic unit of mail quantity for purposes of preparing mail to qualify for discounted postage rates. Also see *full flat tray*, *full letter tray*, *overflow tray*, and *less-than-full tray*.

upgradable mail—First-Class Mail and Standard Mail that the USPS can process on a multiline optical character reader (MLOCR) to apply a barcode. Upgradable mail is letter-size, automation-compatible pieces, with machine-printed nonscript addresses, an OCR read area and a barcode clear zone meeting reflectance requirements, and paper that can accept ink. Preparation of upgradable pieces is usually simpler than the preparation of nonupgradable mail.

USC (United States Code)—The official restatement of the general and permanent laws of the United States; 39 USC contains laws relating to the USPS.

USPS (United States Postal Service)—The successor to the Post Office Department, created on July 1, 1971, by the Postal Reorganization Act, as an independent establishment of the executive branch.

WKG (working)—A marking used on mail container labels that identifies the contents as mail requiring sorting and distribution.

ZIP (Zone Improvement Plan) Code—Established in 1963, the system of 5-digit codes that identifies the individual post office or metropolitan area delivery station associated with an address. ZIP+4 is an enhanced code consisting of the 5-digit ZIP Code and four additional digits that identify a specific range of delivery addresses.